

## DEPARTMENT OF AGING

1600 K STREET

SACRAMENTO, CA 95814-4020

Internet Home Page: [www.aging.ca.gov](http://www.aging.ca.gov)

TDD Only 1-800-735-2929

FAX Only (916) 327-2081

(916) 322-0773



# PROGRAM MEMO

TO: <b>Area Agency on Aging (AAA) Directors</b>	NO.: <b>PM 04-07 (P)</b>
SUBJECT: <b>Annual Instructions for Updating the Area Plan for Fiscal Year (FY) 2004-05</b>	DATE ISSUED: <b>April 21, 2004</b>
	EXPIRES: June 30, 2005
REFERENCES: <b>PM 00-21, PM 00-12, PM 01-09, PM 02-07 and as referenced in document</b>	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> Other State Funded Grant <input checked="" type="checkbox"/> HICAP	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <b>Update Requirements</b>	
INQUIRIES SHOULD BE DIRECTED TO: <b>Your AAA Based Team</b>  <b>SUBMIT <u>ONLY UPDATES</u> TO THE REQUIRED AREA PLAN COMPONENTS.</b> <b>DO NOT SEND AN ENTIRE NEW AREA PLAN.</b>	

The purpose of this Program Memorandum (PM) is to convey to the AAAs the FY 2004-05 annual update requirements for their 2001-2005 Four-Year Area Plan. The requirements are based on the provisions of PM 00-21, "Reference Guide to Area Plan Process and Format."

The following **changes** have been made to this 2004-05 Area Plan Update:

- Title III-E, Family Caregiver Support Program (FCSP) has been integrated into the Update Guide;
- References to "Community Based Services Programs" (CBSP), authorized under the Older Californians Act (OCA), have been changed to "Other State Funded Grants" (OSFG);
- A section titled "Needs Assessment Guide" (2005 – 2009 Area Plan) has been added to assist local AAAs in identifying key components that are to be included in the Needs Assessment planning and development process (refer to Appendix X);
- A section titled "Program Development and Coordination Activities Information Guide" has been added to ensure accurate categorization of these activities (refer to Appendix XI);
- The Area Plan Update Components Table has been modified and is now titled, "Strategic Cross Reference Index";
- The Service Unit Plan for the Health Insurance Counseling and Advocacy Program (HICAP) is a separate document;
- The Service Matrix is no longer required (formerly Appendix I);



- Information related to Homeless Older Individuals is no longer required (formerly Appendix IX); and
- Changes from the Older Americans Act 2000 Amendments (OAA 2000) are included.

The FY 2004-05 Area Plan Update **must include** the following components:

- The 2004-05 Area Plan Update checklist;
- Transmittal Letter with appropriate signatures;
- Strategic Plan Cross Reference Index (**only if** the AAA is submitting a Strategic Plan as the Update);
- Narrative description of changes to the 2001-2005 Area Plan and 2003-04 Update;
- A description of new needs assessment activities **if** new activities are planned for the coming fiscal year;
- New, revised, ongoing, and deleted objectives, including a reason(s) for ongoing and deleted objectives;
- Title III/VII Service Unit Plan;
- Title III-E Service Unit Plan;
- Title V Service Unit Plan;
- HICAP Service Unit Plan;
- Other State Funded Grants (OSFG) Service Unit Plan;
- Appendix II, Appendix IX (III-E), and Appendix X; and
- All other Appendices that are being amended for 2004-05.

For those AAAs that submit their local Strategic Plan as the Area Plan Update, the location of all update requirements must be clearly identified in the required Strategic Plan Cross Reference Index. The documents listed on the attached Table of Contents will assist with completion of the Update.

Updated Area Plan objectives may be submitted at any time during the year. However, an original 2004-05 Area Plan Update with signed Transmittal Letter, plus one copy of the 2004-05 Area Plan Update must be submitted by June 1, 2004 to:

**California Department of Aging  
ATTN: AAA Based Teams  
1600 K Street  
Sacramento, CA 95814**

**Original Signed by Joyce Fukui for Lynda Terry**

Lynda Terry  
Director

Attachments